

PURCHASE CARD NEWS

KEEPING BUREAU/POST PURCHASE CARD INFORMATION CURRENT IS A MUST

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Before You Go, Let Us Know!

It has come to the attention of A/OPE that Bureau and Post Purchase Card Program Coordinators (PCs) and Approving Officials (AOs) frequently depart their post without providing the names of their replacements to the Washington based regional Key Program Administrators (KPAs).

Outdated information makes proper administration of the Purchase Card program difficult for both Washington and Citibank.



HAVE A QUESTION ABOUT USING YOUR PURCHASE CARD?

Login at <http://aope.a.state.gov>
OR
<http://www.statebuy.gov/home.htm>

In an attempt to keep Purchase Card information current, Bureau and Post Program Coordinators (PCs) and Approving Officials (AOs) are strongly encouraged to complete a Citibank "Maintenance form" replacing their name with the name of the incoming AO or PC prior to their departure.

Citibank forms are available from the KPAs or from A/OPE's website at:
Intranet: <http://aope.a.state.gov> or Internet: <http://www.statebuy.gov/home.htm>

INSIDER TIPS:

Incorporate completing maintenance form as part of Bureau/Post check-out process.

Stop by A/OPE for a visit during your next trip to Washington, DC.

Program Coordinator (PC) Training = Completing the PC Certification

REGULATORY REMINDER!

ARE YOU TRAINED?

Training is required for all Cardholders and Approving Officials before participating in the Department of State Purchase Card program.

In order to comply with this policy, Program Coordinators need only complete a certification form and forward it to their Regional KPA.

Certification forms are available from A/OPE's website.

Training methods include:

- 1) On-Line Purchase Card Guide and Test;
- 2) Interactive CD-ROM and Purchase Card Exam; and
- 3) DOS approved Purchase Card workshop.

Log on to A/OPE's Website for more information.

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U S D E P A R T M E N T
O F S T A T E

! I M P O R T A N T I N F O R M A T I O N !

Knowing Your KPA is KEY!

Getting to know your KPA is the key to administering your Purchase Card Program. KPAs are your direct interface with Citibank and perform important functions including:

- 1) **Interfacing on your behalf with Citibank**
- 2) **Establishing new Cardholders, Approving Officials and Program Coordinators**
- 3) **Processing changes to your account information**
- 4) **Coordinating training**
- 5) **Responding to Post and Bureau card administration inquiries**

When you have a question or need assistance, contact your regional KPA at the number below:

Regional Key Program Administrators (KPAs) in A/LM/ADV/CST

Point of Contact (s)	Region Served	Phone Number	Fax Number
Carol Harris	Domestic	(703) 875-6008	(703)875-5390
Marshell Brown	AF, NEA & SA	(703) 875-4593	(703)875-5390
Tammy Rainey	WHA & EAP	(703) 875-5263	(703)875-5390
Lisa Coniglio	EUR	(703) 875-5382	(703)875-5390

Complete your Buying Log after each purchase and Reconcile your monthly Statement of Account within 5 business days

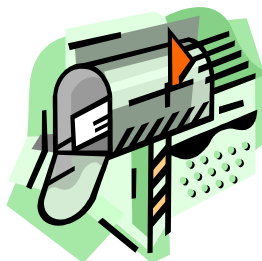
WONDERING WHERE TO FIND FORMS AND PROGRAM GUIDELINES?

Important forms and documentation are available from the KPAs or from A/OPE's website at:

Intranet: <http://aope.a.state.gov> or

Internet: <http://www.statebuy.gov/home.htm>

S H A R E Y O U R S U G G E S T I O N S W I T H U S :



If you have a suggestion or idea regarding the Purchase Card Program, drop us an email at:

PCardNewsSuggestions@state.gov

I N T H E N E X T I S S U E : S N E A K P R E V I E W

FedBid.com & Citibank Bring Auctions To The Federal Purchase Card

Our next issue will explore how FedBid delivers Reverse Auction BIDS for goods or services ranging from IT equipment to construction services.

To find out more, register at www.FedBid.com, or contact FedBid's Department of State Representative, Douglas Stuck at doug.stuck@fedbid.com or (301) 788-3839.

Purchase Card Annual Review: We will guide you through it

Program Coordinators are required to perform an annual review of the Bureau or Post Purchase Card program during the first quarter of each new fiscal year.

See our next issue for valuable guidance on how to complete a review.